

To: Steve Rapson

Through: Ted L. Burgess

From: Natasha M. Duggan

Date: June 3, 2022

Subject: Contract #2122-A: Water System Envelope Package

The Purchasing Department issued Request for Quote #2122-A to secure a firm to provide envelopes and imprint the Water system logo on them for the mailing of water bills. Notice of the opportunity was emailed to 42 companies. Another 1,114 were contacted through the web-based Georgia Procurement Registry, who had registered under commodity code #96631 (Digital Printing) and 96625 (Envelope and Mailer Printing). The offer was also advertised through Georgia Local Government Access Marketplace and the Fayette County website.

Two (2) Companies submitted quotes (Attachment 1).

The Water System recommends the lowest responder MAC Paper Converters. A Contractor Performance Evaluation for previous work is attached (Attachment 2).

Specifics of the proposed contract are as follows:

Contract Name	#2122-A: Water System Envelope Package	
Contractor	MAC Paper Converters	
Not-to-exceed amount	\$20,873.60	
Budget:		
Org Code	50541010	Water Admin
Object	523400	Printing/Binding Services
FY23 Requested Budget	\$23,097.00	

Approved by: *  Date: 6/16/22

*Note: Approval is conditional upon funds being budgeted and approved in Fiscal Year 2023 budget.

Place on County Administrator's Report? Yes ☒ No

On Agenda Dated: _____

RFQ #2122-A: Water System Envelope Package Tally Sheet

Vendor		DAP Signs LLC	Mac Paper Converters
Estimated Quantity	Description	Price	Price
320,000	#10 Diagonal Seam, White Wove #24 Window Envelopes, per specification	\$ 33,600.00	\$ 11,369.60
320,000	#9 Regular Envelopes, per specification	\$ 33,600.00	\$ 9,504.00
Total Price		\$ 67,200.00	\$ 20,873.60

FAYETTE COUNTY, GEORGIA CONTRACTOR PERFORMANCE EVALUATION

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1. Use this form to record contractor performance for any contract of \$50,000 or above.
2. The person who serves as project manager or account manager is the designated party to complete the evaluation.
3. This form is to be completed and forwarded to the Purchasing Department not later than 30 days after completion or expiration of a contract. Past performance is considered on future contracts.

VENDOR INFORMATION	COMPLETE ALL APPLICABLE INFORMATION
Company Name: MAC Paper Converters	Contract Number: 1791-A
Mailing Address: 8370 Philips Hwy.	Contract Description or Title: Water System Envelopes
City, St, Zip Code: Jacksonville, FL 32256	Contract Term (Dates) From: 7/1/2020-Present
Phone Number: 904-733-9660	Task Order Number: n/a
Cell Number: N/A	Other Reference: for award of 2122-A
E-Mail Address: jeff.henson@macpapers.com	

DEFINITIONS

OUTSTANDING – Vendor considerably exceeded minimum contractual requirements or performance expectations of the products/services; The vendor demonstrated the highest level of quality workmanship/professionalism in execution of contract.

EXCELLENT (Exc) - Vendor exceeded minimum contractual requirements or performance expectations of the products/services.

SATISFACTORY (Sat) - Vendor met minimum contractual requirements or performance expectations of the products/services.

UNSATISFACTORY (UnSat) - Vendor did not meet the minimum contractual requirements or performance expectations of the products and/or services; Performed below minimum requirements

EVALUATIONS (Place "X" in appropriate box for each criterion.)

Criteria (includes change orders / amendments)	Out-standing	Exc	Sat	Un-Sat	Not Apply
1. Work or other deliverables performed on schedule		X			
2. Condition of delivered products			X		
3. Quality of work		X			
4. Adherence to specifications or scope of work			X		
5. Timely, appropriate, & satisfactory problem or complaint resolution			X		
6. Timeliness and accuracy of invoicing			X		
7. Working relationship / interfacing with county staff and citizens	X				
8. Service Call (On-Call) response time			X		
9. Adherence to contract budget and schedule			X		
10. Other (specify):					
11. Overall evaluation of contractor performance		X			

EVALUATED BY

Signature: <i>Capri Reeves</i>	Date of Evaluation: 06/03/22
Print Name: Capri Reeves	Department/Division: Water System
Title: Customer Support Manager	Telephone No: 770-320-6029

